



PAYROLL RECORD 2023

PAYROLL RECORDS ARE DUE FRIDAY
to your immediate supervisor
see reverse side for dates

EMPLOYEE _____ PHONE _____

DAY	DATE	START TIME	END TIME	HRS WORKED MINUS BREAKS	JOB DESCRIPTION	SUPV. APPROV

Times are calculated in 1/4 hour increments using the 7/8 minute rule.

TOTAL HOURS WORKED

ACCOUNT NUMBER	SEQUENCE	HOURLY RATE	HOURS	TOTAL

GROSS TAXABLE EARNINGS \$ _____

PAY NO. _____ CHECK DATE _____ DIRECTOR APPROVAL _____